

***Line-by-Line
Instructions:***

Line 1 - I/We

Enter the name of the person claiming non-receipt of check.

Line 2 - Mailing Address

Enter the complete mailing address.

Line 3 - Telephone No. - Home

Enter the home telephone number of the person submitting the claim.

Line 4 - Telephone No. - Home

Enter the home telephone number of the person submitting the claim.

Line 5 - Telephone No. - Work

Enter the contact number at work and extension, if any.

Line 6 - Social Security Number

Enter the social security number of the person claiming non-receipt of check.

Line 7 - Spouse

Enter the social security number of the claimant's spouse, if applicable.

Line 8 - Driver's License Number (If Applicable)

Enter the current driver's license number of the person claiming non-receipt of check.

Line 9 – Spouse (If Applicable)

Enter the current driver's license number of the claimant's spouse, if applicable.

**Line 10 - Being duly sworn
depose(s) and declare(s)**

Please leave blank.

**Line 11 - That I/We is/are a
citizen(s) of the**

Please leave blank.

**Line 12 - That I/We is/are the
payee named in the
Government of Guam**

Please indicate the type of check that was issued (Payroll Check, General Fund, Public Assistance, Tax Return,)

Line 13 - Check Number

Enter the check number that is being claimed.

Line 14 - Dated

Enter the date of the check that is being claimed.

Line 15 - In the sum of

Enter the full amount of the check that is being claimed.

That said check(s) was/were:

Please check mark the box that best applies:

Line 16 - / / Lost

Line 17 - / / Not received

Line 18 - / / Destroyed

Line 19 - / / Other

Line 20 - Dated this

Enter the calendar date of the month.

Line 21 - day of

Enter the day of the week.

Line 22 – (Year)

Enter the year.

Line 23 - Signed

Original signature of the person (s) processing the claim is required.

**Line 24 - Notary Public (When
Applicable)**

Please leave blank.

Note: To be completed by the Notary Public Official.

- Date form is notarized
- Official Signature of Notary Public
- Date Commission expires

Note:

Information regarding check numbers can be obtained from their respective issuers by check type.

General Fund Checks at DOA Accounting

Payroll Checks at DOA Payroll Division

Tax Return Checks at Revenue
& Taxation